

# Scheduling Instructions for Non-FISD Groups

- ☐ Again this year, scheduling can be done via our online registration calendar—which can be accessed under our **Programs Tab**.
- ☐ **Open Enrollment for all non-FISD groups begins Oct. 17th.**
- ☐ Frisco I.S.D. has first option of scheduling. We have asked that all FISD grades have their study trip requests in to us **by October 16th, 2011**.
- ☐ Any FISD holiday dates are open to other groups.
- ☐ You will notice that our schedule calendar is set up in a block system with half of our topics offered the first half of the school year and the rest during the second half of the school year. **This block schedule applies to FISD only.** We will try to accommodate all non-FISD requests as classrooms are available. If you are trying to schedule a group for a program outside of the FISD block, please call us to find out what is available during the time frame you would like to attend.
- ☐ **NEW! Home School Days!** Due to the overwhelming popularity of our programs with home school groups, we are designating two weeks at the beginning of the school year as *Home School Days*! We encourage our home school groups to schedule their programs during this time frame (**Aug. 29—Sept 9**). **Registration for Home School Days begins Aug. 15th.** Any home school groups that want to schedule their visit **after these two weeks, would need to wait until Oct. 17th to request a program.**
- ☐ **Teachers for ALL visiting groups** should review the Teacher Resource Guide as well as cover the Pre-Visit PowerPoint with their classes prior to visiting. This information can be located by clicking on the **Programs** tab from the Frisco Fire Safety Town homepage. Select your grade level. The resources are listed at the bottom of each page.
- ☐ **Any group that exceeds the maximum number of kids for a given program will need to book multiple dates and/or times.** If you are travelling a great distance and need to accommodate a large group on a single trip, please consider booking both a morning and afternoon time slot and rotating half your group through each; Frisco Commons (located at 8000 McKinney Rd.) is a nearby park with restroom facilities, covered picnic tables and an enclosed playground. Many use this facility when trying to accommodate a large group visit with us— half come to Safety Town and half go to the park, then they switch.



*Thank you for your cooperation!*

Frisco Fire Safety Town  
8601 Gary Burns Drive  
Frisco, TX 75034



Phone: 972-292-6350  
Email: [safetytown@friscofire.com](mailto:safetytown@friscofire.com)  
Hours: Mon-Fri 8AM –5PM

# HOW TO USE THE SCHEDULE CALENDAR

Use the **MONTH VIEW** option to navigate to desired month needed.

NOTE: This view does not show the grade level associated with each appointment time.

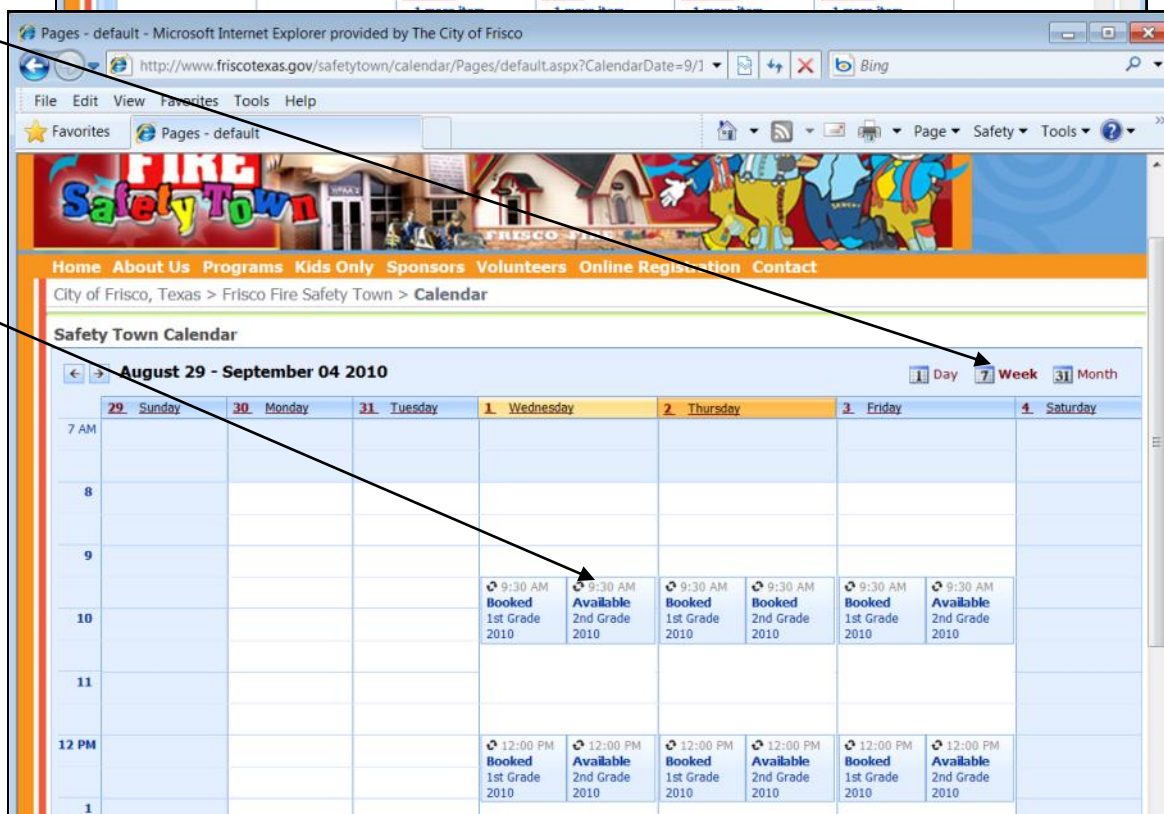
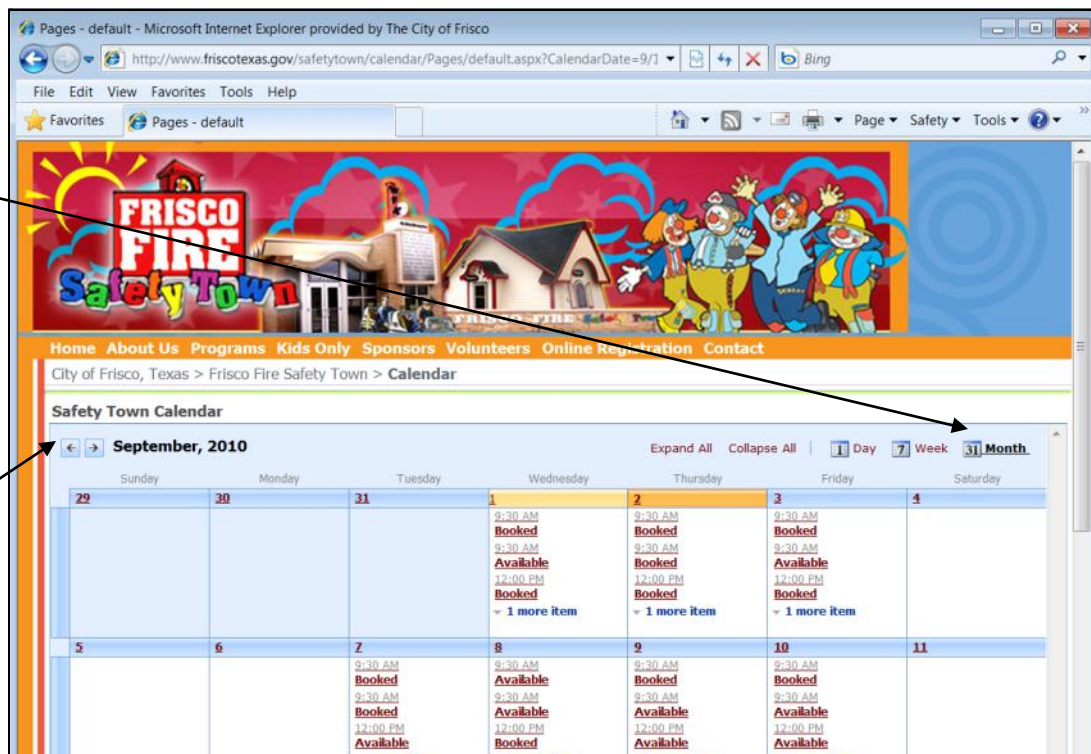
Use the **arrows** to scroll to future/past months.

Once you are on the desired month, switch to the **WEEK VIEW** option which will show class and grade level availability.

Click on the **AVAILABLE** appointment for your grade level to access the request form.

You now will see a link that reads: **click here for online booking.**

Click OK to get through the two pop up messages.



# HOW TO USE THE SCHEDULE CALENDAR (continued)

## Complete the Request Form.

Be sure to select the appropriate Date/Time/Grade— this information does not carry over from the calendar.

If you are registering for more than the maximum number of kids you will need to book multiple dates and/or time slots. Be sure to complete a request form page for each time slot desired.

Your request form will be sent to us electronically and you will receive an electronic confirmation of that via e-mail. However, **your request is NOT BOOKED until you receive a confirmation e-mail from Safety Town.** Please allow 2 business days for your request to be processed.

If you have any problems during the registration process please feel free to contact Leslie Girdner, the schedule coordinator; Her number is 972-292-6352 or by e-mail at [lgirdner@friscofire.com](mailto:lgirdner@friscofire.com).



Microsoft Internet Explorer provided by The City of Frisco

reb/safetytown/Pages/SafetyTownClassRegistration.aspx

Home Suggested Sites Get More Add-ons

Welcome to the Frisco Fire...

Turn Pages to View More Events turn page

**Contact**  
**Frisco Fire**  
**Safety Town**  
**972-292-6350**

**How Do**  
**I Find You?**  
**Central**  
**Fire Station**  
**8601 Gary Burns Dr**  
**Frisco, TX 75034**

Did you forget your date or time slot? [click here](#)

First Name \*

Last Name \*

Organization Name \*

Email Address \*

Phone Number \*

Requested Visit \*

Requested Time \* 9:30AM

Class Type \* Kindergarten

Expected Number of Kids (Limit 45) \*

Expected Number of Adults \*

Special Needs Children? \* ☐ No ☐ Yes

If Special Needs Children, please explain

Security Code \*

Unknown Zone (Mixed) | Protected Mode